

Project Title/Name: Universal LLIN Distribution Campaign in Greater Accra, Northern and Upper West Regions, Ghana

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Activity Report for October, 2016

Venue of Activity: Northern, Greater Accra and Upper West Regions	Total Number of Districts in the Regions: Forty three (43) districts for AMF work
Implementation period: October, 2016	Report Date: November 22, 2016
Activities Organized by: National Malaria Control Programme (NMCP), Episcopal Relief & Development and ADDRO with support from Against Malaria Foundation (AMF)	

Introduction / Background

Episcopal Relief & Development and its partner, the Anglican Diocesan Development and Relief Organization (ADDRO) with support from Against Malaria Foundation (AMF) are supporting the implementation of the 2016 universal Long Lasting Insecticidal Nets (LLIN) campaign and long-term monitoring of net use in three regions in Ghana, namely, Northern, Greater Accra and Upper West Regions.

The campaign activities are in three phases: pre-distribution, distribution and post-distribution. The pre-distribution and distribution phases of the campaign which were led by the National Malaria Control Programme (NMCP) with support from Episcopal Relief & Development, ADDRO and other partners have been successfully completed. The current ongoing activities fall within the post-distribution phase, which is led by Episcopal Relief & Development and ADDRO.

This monthly report highlights activities carried out under the AMF-funded LLIN Campaign Program in October 2016.

Overview of Key Activities Implemented in October

Within the month of October 2016, Episcopal Relief & Development/Anglican Diocesan Development and Relief Organization (ADDRO) worked in collaboration with the NMCP and Ghana Health Service (GHS) to implement the following major activities:

- Post-distribution validation and collection of coupon booklets from NMCP in Upper West Region
- Recruitment of Sub-district Supervisors for PDCU in Greater Accra Region
- Post Distribution Check-Up (PDCU) training in Northern Region
- Revision of training manuals for Sub-district Supervisors, Enumerators & Volunteers
- Monitoring of Greater Accra region registration and distribution data entry
- Other planning, coordination and management meetings (including Skype conference calls)

The table below provides a detailed update of activities implemented within the reporting period:

AMF Monthly Activity Report – Table of Activities (October, 2016)

No	Date(s)	Location	Activity	Brief Description of Activity	Stakeholders involved	Outcome / Findings / Comments
1. Post-Distribution Phase						
<ul style="list-style-type: none"> All activities within the current monthly reporting period fall within the Post-Distribution Phase More details on Post-Distribution activities in the Northern Region are forthcoming in the Post Distribution Check-Up (PDCU) Report to be submitted December 15, 2016. More details on Post-Distribution activities in the Greater Accra and Upper West regions are forthcoming in the PDCU report to be submitted March 15 and May 15¹, 2017, respectively. 						
1.	October 10-21	Upper West Region	Monitoring of Post-Distribution Validation and collection of Coupon booklets in Upper West Region	<p>ADDRO monitored the Post-Distribution Validation exercise in all the 11 districts of Upper West Region, which was carried out by the GHS/NMCP from October 10th to 21st, 2016. The validation was to establish precisely how many LLINs were distributed during the LLIN distribution campaign in all 11 districts. Apart from validating counterfoils, the validators undertook End-User Verification (EUV). The end-user verification (EUV) is a rapid check-up to determine whether the beneficiaries really received the number of LLINs allocated for the households and are using the LLINs for the intended purpose. The EUV involved randomly selecting 100 households in each district to verify LLINs received, LLIN usage by household members, etc. Validators then called the beneficiaries of the sampled coupon counterfoils and followed up to the households for the end-user verification exercise.</p> <p>The role of ADDRO/Episcopal Relief & Development in the post-campaign validation was</p>	ADDRO, Episcopal Relief & Development, GHS, NMCP.	<ul style="list-style-type: none"> In most cases, the figures obtained during the post-distribution validation tallied with the summaries on the booklets 22 NMCP validators were assigned to work in the 11 districts (2 validators per district). 1,100 households were randomly picked for EUV and 1080 LLINs were observed to be available or reported to have been received by the beneficiaries The NMCP handed over 4,785 validated coupon booklets to ADDRO Regional team The ADDRO Upper West Regional team's support facilitated the packaging of coupon booklets for transportation to ADDRO headquarters in Bolgatanga. The packaged coupon booklets were transported to the data entry centre at ADDRO HQ, Bolgatanga on 11th November, 2016. The validators/monitoring team spent quite some time (not less than 20 minutes) to seek permission from household members to have access to their

¹ Due to the change in schedule for the LLIN Distribution in the Upper West Region which took place in September, the subsequent dates of the PDCU has been changed to March, 2017 and PDCU reporting to March, 2017.

				<p>to monitor the post distribution validation activities, to identify issues in the coupon counterfoils that need to be noted during data entry and to support NMCP validators to package coupon booklets as agreed with NMCP (by Communities, Sub-districts and Districts). The exercise was preceded by an orientation on October 10th for the validators, during which ADDRO staff briefed the validators on the procedure for packaging and collection of coupon booklets for onward delivery to ADDRO's data entry center.</p> <p>The collection of coupon booklets was done from the 19th to the 21st October 2016.</p>		<p>sleeping places/private rooms for observation of hanged LLINS. This challenge was more common among residents in the urban communities.</p>
2	October 18-31	Greater Accra Region	<p>Recruitment of Sub-district Supervisors for PDCU in Greater Accra</p>	<p>The recruitment of sub-district supervisors began on 18th October 2016. The Sub-District Volunteer Supervisors are temporary staff recruited and trained by ADDRO to supervise data collection by enumerators in the communities, collect filled forms and submit to ADDRO staff. The Sub-district volunteer supervisors' roles and responsibilities include:</p> <ul style="list-style-type: none"> • Liaise with Ghana Health Service at the sub-district to collect monthly malaria case rate data • Work with ADDRO team to supervise data collection by PDCU enumerators every six months 	GHS, ADDRO	<ul style="list-style-type: none"> • The process of recruiting sub-district volunteer supervisors is still ongoing; and as at the end of October, 40 sub-district supervisors out of the expected 50 had been recruited. The 10 sub-district supervisors will be recruited before the end of November. • The educational background of these supervisors ranges from Senior High School (SHS) Certificate to university graduates.
3	October, 22-31	ADDRO Headquarters, Bolgatanga	<p>Revision of training manual for the training of Sub-district Supervisors,</p>	<p>ADDRO continued to review and revise the training manuals for the training of field officers, sub-district supervisors as well as the enumerators and volunteers on the PDCU data collection and other activities such as health messaging.</p> <p>Two training manuals were developed; Volunteers</p>	ADDRO	<ul style="list-style-type: none"> • Two training manuals have been developed – Volunteers manual and the Sub-district Supervisors & Enumerators manual, as the tasks of the two categories are different and hence the need for ADDRO to tailor the manuals to make them more relevant for each

			Enumerators & Volunteers on post distribution activities	manual for follow up activities including health messaging on malaria, diarrhoea and pneumonia and the Sub-district supervisors and Enumerators manual for the PDCU.		category. <ul style="list-style-type: none"> Episcopal Relief & Development team did a comprehensive review of the training manuals to improve their overall quality.
4	October 31 – November 4	Northern region	Training of Sub-district Volunteer Supervisors and enumerators on PDCU in Northern Region	<p>ADDRO organized a training workshop for Sub-District Supervisors (SDS) and Enumerators in the 20 selected districts of the Northern Region from 31st October to 4th November, 2016.</p> <p>The training sought to build the capacity of the: (a) SDS to monitor and supervise PDCU data collection and submission to ADDRO; (b) enumerators to correctly administer PDCU questionnaires to household heads in the communities. The SDS and the Enumerators training was preceded by Training of Trainers (TOT) for ADDRO Northern region team on 28th October led by ADDRO HQ staff. This was to build the capacity of ADDRO Northern Region team to carry out the subsequent cascade trainings.</p> <p>Training topics included the following:</p> <ul style="list-style-type: none"> Understanding the roles and responsibilities of Enumerators and Sub-District Supervisors Understanding terminology on and filling out AMF PDCU data collection tools Community/Household entry procedures such as seeking the consent of household heads before administering questionnaire Messages on Malaria, Diarrhea and Pneumonia, their causes, prevention and signs & symptoms Understanding the terminologies used in the 	AMF, Episcopal Relief & Development, ADDRO	<ul style="list-style-type: none"> The training of the Enumerators and Sub-district supervisors were largely successful. As the training started on the last day of October through the first week of November, details on the findings/outcome will be shared in the next monthly report and the forthcoming Northern Region PDCU report. A challenge posed during the training was that the enumerators complained about the amount GHc 2.00 for administering a questionnaire to a household and were negotiating for upwards adjustment in the remuneration. Enumerators were encouraged to accept the remuneration of GHc 2.00 per questionnaire as this was what the budget could afford. Enumerators who had to travel extremely far distance between/among communities were supported with fuel to enable them reach out to all target communities.

				<p>ADDRO/Episcopal Relief & Development monthly sensitization forms and practice session on filling the forms (<i>Sub-District Supervisors only</i>)</p> <ul style="list-style-type: none"> Monthly and quarterly supervision of volunteer activities (health messaging and follow up on net usage at the household level) (<i>Sub-District Supervisors only</i>) 		
5	October	Data Entry Centre, Bolgatanga	Monitoring of data entry	<p>Within the reporting period, ADDRO continued with data entry of Greater Accra Region registration and distribution data. This included the main data entry (100%) and the 6% data entry checks on the main data. The process was closely monitored by the Data Entry Manager, the Monitoring and Evaluation Officer and the Head of Programmes to ensure quality. This involved paying close attention to each of the clerks to make sure they entered data accurately, identifying and correcting errors and data mismatches. The team monitored to ensure that completed coupon booklets were put back in their respective community envelopes, which were then placed in the appropriate labelled district/sub-district bags.</p>	ADDRO and Episcopal Relief & Development with technical support from AMF	<ul style="list-style-type: none"> Data Entry for Greater Accra household registration and distribution data which started on 13th September continued in October and is expected to end in the first week of November. The activity is progressing smoothly without any challenges. By the end of October, the clerks had entered over 90% of the data.
2. Project Planning & Miscellaneous Activities						
6	October 1-31	ADDRO HQ, Bolgatanga	Project Planning & Miscellaneous Activities	<p>Within October, ADDRO made a revision of the PDCU Strategy document after the sample and sampling strategy were communicated by AMF. The PDCU data collection form was also finalized, printed and packaged for data collection.</p> <p>The ADDRO team had a Skype call with AMF and Episcopal Relief & Development on 21st October, 2016, where Rob of AMF briefed the team on the</p>	ADDRO Episcopal Relief & Development GHS	<ul style="list-style-type: none"> Final drafts of PDCU training manuals were submitted in the month of October to Episcopal Relief & Development for their final inputs. The Skype meeting with AMF offered an opportunity to discuss how the sampling for the PDCU will be done. At this meeting, it was made clear that 5% of the households in the sampled communities will be sampled as main; and 5% of the sample will be further sampled as checks. The meetings and discussions via

			<p>sampling strategy, and inputs were made by ADDRO/Episcopal Relief & Development team. The list of sampled households was compiled by AMF and sent to ADDRO on 24th October.</p> <p>ADDRO started printing of the HH list and packaging according to communities on 25th October, 2016.</p>		<p>skype also helped in deepening the understanding of the PDCU strategy.</p> <ul style="list-style-type: none"> • The skype conference call also discussed issues relating to the mobile pilot setup in Shai Osudoku District in Greater Accra Region. We looked at what is required to set it up, how the system functions, how the electronic data will be hosted and the recommended phones for the ODK configuration. • The printing and packaging of the household list according to communities did not start in good time. Going forward, printing and packaging of household lists, data collection forms and other tools would be done two weeks prior to the actual PDCU data collection.
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Conclusions

Episcopal Relief & Development/ADDRO with support from Against Malaria Foundation have effectively worked in collaboration with GHS/NMCP to successfully complete the implementation of all activities in the pre-distribution and distribution phases in all three regions.

Currently, Episcopal Relief & Development/ADDRO is focusing attention on the post-distribution activities in the three regions. These would include the Post-Distribution Check-Ups (PDCU) which would take two forms: one using paper based questionnaires for data collection on six-monthly basis; and the other using a mobile phone technology which will be piloted in the Shai Osudoku District in Greater Accra Region.

The month of October was a very busy one as Episcopal Relief & Development/ADDRO had to respond to numerous ad-hoc requests from AMF while at the same time finalizing the PDCU strategy document, training manual/tools and planning and carrying out the trainings to ensure a successful first PDCU in the Northern Region.